

Annex F (Personnel Evaluations) S1 SOP

1. References:

- a. Personnel Evaluations, Update 6
- b. AR 623-1, Change 4
- c. AR 623-105, Change 12
- d. AR 623-205, Revision

2. Purpose. To establish procedures to govern the proper guidelines to process personnel evaluations

3. General. To outline the current policy and procedures for processing NCOERs.

4. Responsibilities. The CSM, Battalion Adjutant, 1SG, Personnel Sergeant, Rater, Ratee, and NCOER Clerk are responsible for ensuring that NCOERs/OERs are processed in a timely manner.

5. Procedures. All incoming and outgoing annual and change of rater NCOERs will be processed through the battalion PAC.

a. The battalion PAC will suspense the NCOERs/OERs to the appropriate battery to be returned NLT the 15th of the ending month of the NCOER/OER.

b. All personnel in the rating chain along with the CSM, 1SG, and battalion PAC will check each NCOER for correctness. The battalion PAC will ensure the completed NCOER is hand carried to the PSB.

Steps for processing an NCOER:

1. An NCOER/OER shell is produced at the battalion PAC and sent to the appropriate battery.
2. A rough draft is done and returned to the battalion PAC for typing.
3. After first typing is done return to the appropriate battery for review.
4. Return to battalion PAC for CSM and Personnel Sergeant review.
5. Final corrections are made and completed NCOER/OER is returned to battery for signatures.
6. After all signatures are obtained return to battalion PAC for final processing.
7. Battalion PAC will make three copies of the NCOER/OER.
 - a. 1 copy to soldier
 - b. 1 copy to battery
 - c. 1 copy for personnel files
 - d. The original will be turned in to PSB on a DA Form 200